



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTEENTH MEDICAL COMMAND
UNIT #15281
APO AP 96205-0054

REPLY TO
ATTENTION OF:

16 OCT 2002

EAMC-L-P (40)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum Number 64, Commander / CSM Unit Coins

1. References:

- a. USACCK SOP 2-COD, dated Feb 99
- b. AR 600-8-22 (Military Awards), dated 22 Feb 95
- c. Memorandum, Commander, USACCK, Subject: Procurement of Unit Coins, Trophies, and Similar Objects, dated 29 Sep 92

2. Purpose. This policy memorandum establishes the procedures for procurement of unit coins.

3. Authority for Unit Coin Programs. Only commanders in the grade of (or in a command position of) O-5 and higher, and their CSMs, are authorized unit coin programs. The purchase of coins by personnel not authorized a unit coin program will result in the individual responsible for the purchase reimbursing the US Government for the total cost of the purchase.

4. Spending Limitations. The maximum amount that may be spent on the purchase of coins per program, per fiscal year is \$2,500 at the brigade level, and \$1,500 at the battalion, or separate company level. Purchases in excess of this limit must be requested from and approved in advance by, the 18th Medical Command (MEDCOM) Deputy Chief of Staff for Logistics (DCSLOG) and the Deputy Chief of Staff for Resource Management (DCSRM). The failure to gain approval for excess coin purchases will result in action to have the individual responsible for the purchases reimburse the US Government for the total cost of the purchase.

5. Coin Purchase Procedures. Coins may be purchased using the Government Purchase Card (GPC), also known as the IMPAC Card, per the US Army Contracting Command Korea (USACCK) Standing Operating Procedure (SOP) Number COD-2. However, written approval from the 18th MEDCOM DCSLOG must be gained prior to the purchase. Request for approval must be submitted to the DCSLOG in memorandum format. A copy of this format is available on the DCSLOG Website. Note that all other

EAMC-L-P

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GPC purchasing procedures must also be adhered to, per the USACCK SOP (i.e. spending limitations, Approval Official approval, documentation, etc.).

6. Coin Program Management/Coin Accountability. Unit coins are permitted for purchase to be used as part of the unit award program. Therefore, the award of coins must be managed per official guidance. Reference Memorandum, Commander, USACCK, Subject: Procurement of Unit Coins, Trophies, and Similar Objects, dated 29 Sep 92, and AR 600-8-22 (Military Awards), dated 22 Feb 95, for additional details. A record of accountability for each coin awarded must be maintained, and documentation must exist to justify the award of coins.

7. Coin Design. The design of unit coins must be such that successive commanders or CSMs can use them. This means that coins bearing individual commander or CSM names, or likenesses are prohibited.

8. The point of contact for this memorandum is the Chief, Acquisition Plans Division, Deputy Chief of Staff for Logistics, 18th MEDCOM, at DSN 736-3203.



PHILIP VOLPE
Colonel, MC
Commanding

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